

Continuing Education Policy



Schemata Workshop encourages continuing education and training opportunities for its employees. Continuing education includes all education and training activities that are relevant to an employee's professional knowledge and skills, and to the specific needs of his or her job. Schemata Workshop provides supported access to both general and technical knowledge and leadership development, as well as to specific technical knowledge.

Schemata Workshop annually budgets a minimum of \$750 for each full-time equivalent employee for staff continuing education purposes, and encourages the use of this benefit. Sixteen hours of paid time may be dedicated annually to continuing education. This time is prorated based on date of hire for the first calendar year of employment. Principals and Associates may be granted both more funding and time off, as may be mutually agreed upon.

As an architecture practice, Schemata Workshop encourages the use of continuing education funds toward AIA Seattle continuing education courses, university and private institutions, certificate programs, building information modeling (BIM), document production, art or graphics classes, IDP registration, USGBC/LEED classes, conference, or other opportunities that employees feel will further their development as a professional. Additionally, Schemata Workshop encourages architectural registration for all studio members, and supports staff involvement in other professional activities and organizations, particularly AIA. To that end, Schemata will pay for membership for those willing to actively participate. The studio will pay 100% of an employee's annual AIA membership dues, subject to that employee's active participation in a committee or committees, and attendance at various programs and educational opportunities.